North Carolina
Department of
Health and Human Services

Division of Social Services

MULTIPLE RESPONSE SYSTEM USER GUIDE

Version 2.3

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INTRODUCTION

This document contains the User Guide for operating the MRS Data Capture System of the Division of Social Services.

1.1   Getting Started

Who should read this manual?

It is to be used by Division of Social Services (DSS) field personnel and by DSS Headquarters Staff. System Support personnel might also benefit from reading this manual because it describes the MRS Data Capture System operations in detail. Because access to the system is limited to authorized users, you first need to obtain authorization from the DSS Contact listed in the "Contacting Support" section of this manual.

Authorization to access the system

In order to access the MRS data capture system, individuals will first have to be authorized to use the system. To get authorized, your county security officer should call the help desk (919) 855-3200 and request access. You may not access the system until you have received this access.

How the system works

The MRS Data Capture System allows users to enter specific data regarding the Multiple Response System approach to child welfare. The MRS system searches the Central Registry and pulls selected information from that system. This enables the system to have a more complete record without requiring duplicate data entry into two systems. In order for the MRS system to pull the data from the Central Registry, the 5104 for the assessment must be entered before the MRS data can be keyed. If the 5104 is not keyed prior to accessing the MRS Data Capture System, the record will not exist, and therefore cannot be accessed.

1.2   Accessing the MRS Data Capture System

Users can access the system at the following URL:
https://wirm.dhhs.state.nc.us

Because access to this Web site is limited to authorized users only, the system first displays the WIRM Portal screen:

Figure 1. WIRM Login

This is the general purpose login screen to all Web-based systems requiring UserID and password for entry. To log in:

In the "Name" field, enter your UserID as given to you by your security officer. The User ID format is usually firstname.lastname format; for example "John.Smith". In the "Password" field, enter the password given to you. Yours may be slightly different if there are multiple users with the same name.

Click the Login button.

> **NOTE: If there are any problems with the login (such as an incorrect UserID or password), the WIRM Portal Screen continues to display with an appropriate explanation message below in red.**

If the login process does not seem to be working correctly, please follow your standard problem reporting procedures to report the problem. In your problem report, indicate the application you're trying to access and the "WIRM" number from the bottom of the screen.

After successful login in to the system, it displays all applications (dependent upon the user credentials):

Figure 2. WIRM Application Display Example

1.3   MRS Security – User Roles

The MRS System has been structured with three types of access for users:

1) **Admin** – This role provides the highest level of access, and allows users with these rights to perform the following tasks:

- Access to Reports and Admin links on the left navigation menu.

- Modify case tracking records after the "Data Entry Completed" checkbox has been checked.

2) **MRS User** – This role provides users with less functionality:

- Perform case searches

- Enter / modify data records owned the county the user belongs to.

3) **MRS View** – This role is very limited in its functionality, and users with these rights can only search and view cases.

MRS DATA CAPTURE FUNCTIONS

2.1   Common Screen Functions

All the screens in the system contain the following functions for ease and consistency of use:

Page Header Links:

- **DHHS** – Click this link to go to the DHHS Home Page.
- **DSS** – Click this link to go to the DSS Home Page.

Left Navigation Menu:

- **Case Search** – Click this link to perform a Case Search.
- **Admin** – Click this link to perform System Administration functions. Current functionality provides for the addition and/or updating of Code Types. *(This link appears only if you have Administrative rights in WIRM.)*
- **Reports** – Click this link to view reports. This link appears only if you have Reports function permissions in WIRM.
- **Audit** – Click this link to view a list of cases that have been modified with corresponding details.
- **Contacts** – Click this link to go to the screen with a set of useful links pertinent to MRS users.
- **Logout** – Click this link to logout and return to the WIRM portal.

2.2   Browser Navigation

Usage of the browser navigation buttons to move forward or backward within the application is not recommended. Use the links within the MRS System screens to navigate within the application. Using the browser buttons may result in unexpected behavior within the application, but is not harmful to data entry or viewing.

2.3   Case Search

The Case Search function enables users to quickly locate SIS records anywhere in the system. There are several methods to locate family case information using the Case Search window. Records can be searched by Form ID, SIS number, or Child Information which includes child's name, DOB, gender, county, or any combination:

> **Note: In order for a record to be located and entered into MRS, the 5104 must have already been entered into the Central Registry.**

Figure 3. Case Search

2.3.1   Search by Form ID

Searching by Form ID is the most direct way to access a record, and requires the least number of additional steps from search to data entry.

Figure 4. Search by Form ID

1)   Using the Form ID search, you can enter a "case" id. This is the form number generated by the Central Registry when a 5104 is keyed. The system will search all Central Registry records that have an exact match for the Form ID entered. The Search Results window will display:

Case Search

Figure 5. Form ID Search Results

If a Form ID contains multiple children a separate line will be displayed for each child.

> **NOTE: If the record comes from your County (as identified in your WIRM login) the system will highlight the county name in green so that you can quickly and easily distinguish the records you can update from those that you can only view. County DSS users may only update records from their own county.**

2) You may select one or more of the children listed on the form number to view or update.

- To select multiple children, click on the check boxes next to each child's record to be updated. Then click the Select and Continue button to view the Case Tracking Card. (Selecting multiple children will enable the Common Edit function. Please see section 2.5.4 for information specific to entering using the Common Edit function.)

- To select one child, you may click on the checkbox as mentioned above, or simply click on the form ID next to that child's name.

2.3.2 Search by SIS Number

If you know the SIS number, you can enter the SIS number to retrieve a record from any county:

Figure 6. Search by SIS Number

1) Enter the appropriate number in the SIS Number field:

2) Click the Get Client Details button. If the record(s) exists, the system displays list of matching records. If there are multiple Form IDs for one SIS ID number, each Form ID will display on a separate line.

Results Page | Case Search

ASSESSMENTS FOR SIS			
Client Details			
SIS Number :	20031324689	Date Of Birth [CR] :	01/01/2001
First Name [CR] :	John	Gender [CR] :	Male
Last Name [CR] :	Doe	County [CR] :	076:Randolph
Form Id	Date of Report	View Children of the form	
I60400	06/13/1994	View Children	
H40757	06/13/1994	View Children	
E96381	06/24/1992	View Children	
Total records found : 3			

Figure 7. Search Results by SIS

3) To view additional children on a particular Form ID, click the View Children link in the row with the appropriate Form ID.

4) After displaying all children, you may select one or more to view or update.

2.3.3   Search by Child Information

If you do not know the exact Form ID or SIS number, you can easily search the database using any combination of the following search criteria:

- **Last Name** – The Last Name parameter is required for all *criteria-based (child information)* searches. You may enter all or part of the child's last name, and the system will retrieve all Central Registry records in which the last name *begins with* the letters you enter. For example, entering "Smi" in the field, you may retrieve records for the last names Smith, Smithson, Smithfield, Smirnoff, etc.

- **First Name** – You may enter all or part of the child's first name. The search functions the same for First Name as it does for Last Name. For example, entering "Ja" in the First Name field may retrieve records for the first names James, Jane, Janet, etc.

- **Middle Name** – You may enter all or part of a child's middle name. The search functions the same for Middle Name as it does for Last Name. First Name is not required to use the Middle Name Search parameter.

- **Date of Birth** – You may enter the child's date of birth in mm/yyyy format. Do not enter an exact date. The system will retrieve all records in which the child's date of birth is in the month and year specified.

- **Gender** – You may specify Male or Female. The default is "Don't Know".

- **County** – You may further refine your search by specifying the county where the SIS record resides. Because a child can have records in multiple counties, this search locates records only in the selected county. This Search parameter does *not* search the child's address of record. If you do not select a county from the list, then the system will retrieve records for the person from all counties.

After you have entered all the relevant search parameters, click the Lookup button to search and view the results.

> **NOTE:** The results returned from your information search will be based upon *all* parameters entered. The more criteria entered, the more refined your search results will be. For example, if you enter, "John Smith, Male, Wayne County", the system will search only in Wayne County and for all children named John Smith. Additionally, if you add a Date of Birth to the Search, you will receive only those records that match John Smith in Wayne County with the specific DOB indicated in your search criteria.

> **NOTE:** If a child information-based search is performed, you will receive a list of names matching the criteria you entered. The corresponding SIS numbers will display in the row next to each name in your search results list. Click the appropriate SIS number from the list to view matching Case Tracking Card records. **NOTE:** Click the View Victims link to display the list of applicable Form Ids.

1) To select a particular child, click on their SIS ID number. (You will then follow the procedure as if you had searched by SIS ID.)

2) To view additional children on a particular Form ID, click the View Children link in the row with the appropriate Form ID.

3) After displaying all children, you may select one or more to view or update.

2.4　Case Tracking Card

2.4.1 General Information

Once you have completed a search and selected a particular record or records (for common edit), the system displays all known SIS, Central Registry, and MRS data for the selected Form ID on the Case Tracking Card screen. Below is a sample Case Tracking Card screen:

Results Page　|　Case Search

Children

Form Id	SIS Number	First Name	MI	Last Name	Gender	Race	Date of Birth	County
K78650	20023385548	Jane	D	Doe	Female	White	01/01/2001	001:Alamance

	Enter Investigation (210) Data	
6	Assigned Social Worker [CR] :	Needham,M
7	Social Worker's Supervisor :	
9	Date Of Initial Report [CR] :	04/06/1998
10	Dates Of Subsequent Reports Received during an open 210 case:	
11	Type Reported [CR] :	2 - Neglect
11a	Maltreatment Type Reported [CR]:	
12	Assignment of Accepted Reports * :	Select one ...

Figure 8. MRS Case Tracking Card (portion)

This screen is color-coded to indicate the source of the data and to make it easier to identify each line:

	Indicates MRS data. The color also identifies alternate rows.
	Indicates MRS data. The color also identifies alternate rows.
	Indicates that the data comes from the Central Registry database. Central Registry data is also identified by [CR].

To return to the search results window, click Results Page link.

To enter data, click in the appropriate fields and begin entering (see section XXX)

2.4.2 Missing Data (from Central Registry)

If there is critical data missing from the Central Registry, you will be unable to enter the MRS information until the data has been updated within the Central Registry:

Figure 9. Central Registry Updates

NOTE: You cannot use the MRS Data Capture System to change or edit the SIS and Central Registry data. You must go back to the Central Registry to enter the required data and then return to the MRS Data Capture System.

2.4.3 MRS Case Tracking Card Status

Case Tracking records are completed in a phased approach, and will be identified in the MRS System as being in one of three "states":

> **NOTE: A case can be in one of the three states at one time; 210 (initial), 215/109 (optional), or closed.**

1) 210 (Assessment) – a MRS Case is automatically placed in this case status when it is initially entered. See Figure #10 above for a partial view of a case in 210 status.

2) 215 (Case Management Services) – An existing MRS Case can transition into this status level when a user indicates that the 210 data entry is complete (system indicates form is completed when user responds "Yes" to Question #32, "210 Data Entry Complete?"):

3) 109 (Foster Care Services) – An existing MRS Case can transition into this status level when a user indicates that the 210 data entry is complete (system indicates form is completed when user responds "Yes" to Question #32, "210 Data Entry Complete?"):

> **NOTE: After clicking Yes to the Data Entry Complete prompt, the record is "locked" to prevent any further changes to the 210 data: In order to change information you must contact the state office.**

Since you are looking at 215 status, only the other view options (210 and 109) are displayed.

Figure 10. 215 Case Status (portion)

> **NOTE: The header portion of the MRS Case Tracking Card indicates the different states that are available for view. After a case search is performed, and the Form Id is selected from the Search Results, the case record view will display in the 210 Status (initial). To view the case in the 215 Status, click the applicable link at the top of the screen. A case can be available to accept data entry for 215 and 109 status at the same time. (*215 and 109 can only be viewed when 210 has been closed.)***

2.5 Case Card Data Entry

Once you have performed a case search (through one of the three methods available), selected a specific record (or multiple records for common edit), you may then enter or edit the selected records if they are from your county.

- To enter data, click on the field you wish to enter and type the appropriate information, or select from drop down boxes.

- To move between fields you may use the tab key or the mouse.

- Required fields must be entered in order to save a record. Other fields can be added or updated at any time until Field #32 Data Entry Complete, is checked.

- Upon clicking Save Data, the system will check for errors. If you have failed to enter required information or have entered inconsistent information, the system will display an error message with the details of the problem. You should correct this error and click Submit again.

- When all information has been entered correctly, the system will display the information entered and ask you to Review and Confirm the data. Review what has been entered, and if it is correct, click the "Confirm Data" button

> **NOTE: All records will initially open in 210 status, which is the only status available for entry. This is because it is not possible to have 215 (case management) or 109 (foster care) without having completed a 210 assessment.**

The following is the first portion of the Enter Case Card Data screen:

Figure 11. Enter Case Card Data – Part 1

> **NOTE: Required fields are notated by a red asterisk (*) and are highlighted in yellow.**

2.5.1   Enter 210 Case Card Data

The following are the fields in a 210 Case Card Record.

The fields that are pulled from Central Registry are not available for entry or edit. Fields 1-5 and 8 are not listed by number on the initial entry screen. They are pulled from Central Registry and display in a banner across the top of the screen.

> **NOTE: To modify any of the fields that are pulled from the Central Registry, you must use the Central Registry Edit function in CICS to change it.**

- Field #1 – **SIS ID** number (pulls from Central Registry)

- Field #2 - **Child's Name** (pulls from Central Registry)

- Field #3 - **Child's Date of Birth** (pulls from Central Registry)

- Field #4 - **Child's Race** (pulls from Central Registry)

- Field #5 - **Child's Gender** (pulls from Central Registry)

- Field #6 - **Assigned Social Worker** (pulls from Central Registry)

- Field# 7 - **Supervisor Name** – _Required_ - You must enter the name of the Supervisor of the Social Worker managing this case. Use the "Last Name" and "First Name" fields.

- Field #8 - **County** (pulls from Central Registry)

- Field #9 – **Date of Initial Report** (pulls from Central Registry)

- Field # 10 - **Dates of Subsequent Reports** – You may enter the dates of subsequent MRS Reports on Line 10. You may enter up to three dates at a time, but the field is not required. Each date entered must be later than the Date of Initial Report (Line 9). Once you click "Save Data", the system permanently stores the dates in the database and opens up three more input fields to enter more dates if needed. _Note:_ Instead of keying in a date, you may click the little calendar icon and pop up a calendar display. Click the date that you wish to enter.

> **NOTE: Each date entered throughout the MRS record must be later (or equal to) than the Date of Initial Report (Line 9). The Date of Initial Report is saved in the Central Registry. To modify the Date of Initial Report, you must use the Central Registry Edit Function in CICS.**

The second part of the Enter Data Screen is shown below:

11a	Maltreatment Type Reported [CR]:	
12	Assignment of Accepted Reports * :	Select one ... ▼
13	Date of Assessment Initiation [CR] :	12/03/2000
14	Type Found [CR] :	2 - Neglect
14a	Maltreatment Type Found [CR]:	27 - Improper Discipline (No Injuries): Priority - 01
15	Date Of Case Decision/Finding [CR] :	12/27/2000

Figure 12. Enter Case Card Data - Part 2

- Field #11 – **Maltreatment Types Reported** (pulls from Central Registry)

- Field #12 - **Assignment of Accepted Reports** – _Required_ - Select one of the options from the dropdown list.

- Field #13 – **Date of Assessment Initiation** (pulls from Central Registry)

- Field #14 - **Type Found** (pulls from Central Registry)

- Field #15 – **Date of Case Decision** (pulls from Central Registry)

> **IMPORTANT: The acceptable selections for Assignment of Accepted Reports (Field 12) are dependent upon other fields (see table below).**

If Field 14: Case Decision/Type Found is…..	The acceptable selections for Field 12 are…..
0 – Unsubstantiated 1 – Abuse 2 – Neglect 3 – Abuse & Neglect 4 – Dependency	2 – Forensic Assessment 3 – Meets Family Assessment Criteria but administratively assigned Forensic 5 – Reassigned Forensic Assessment
5 – Services Needed 6 – Services Recommended 7 – Services Not Recommended	1 – Family Assessment 2 – Reassigned Family Assessment

The third part of the MRS Enter Data screen is shown below:

Figure 13. Enter Case Card Data - Part 3

- Field # 16 - **Risk Assessment Score at Case/Decision Finding** – *Required* - Enter the numeric Risk Score from the DSS 5230 Risk Assessment and indicate if the score represents the Abuse or Neglect column. (Recall that you are to assign the family's risk level based on the highest score from either column, regardless of what was reported. For more information see the instructions on the 5230.)

Selected Risk Level – Neglect	Valid Score Range	Selected Risk Level – Abuse	Valid Score Range
Low	0-4	Low	0-2
Moderate	5-7	Moderate	3-5
High	8-12	High	6-9
Intensive	13-20	Intensive	10-16

- Field #17 – **Level of Risk at point of Case Decision** (pulls from Central Registry)

- Field # 18 - **Risk Re-Assessments** – The purpose of this field is for you to record the dates and Risk Scores each time you do a Risk Re-Assessment for the child. For each re-assessment, you must:

  Select a Risk Level – Required if entry in Field 18 - Select one of the Risk Level options presented. Enter a Risk Score – Required if entry in Field 18 - This is a number from 1 to 20. This number is from the DSS 5226 Family Risk Re-Assessment Form. Assign the family's risk level based on the highest score from either column, regardless of what was reported. (For more information see the instructions on the 5226.) You will also need to select if the score is for Abuse or Neglect. You must enter a value according to the following table:

Selected Risk Level – Abuse	Valid Score Range
Low	0-3
Moderate	4-7
High	8-11
Intensive	12-18

The system will verify that the Score you entered corresponds to the Risk Level you selected. If the Risk Level is too low, the system will consider it an error. You must fix the error before the system will save your data. If the Risk Level is higher than needed, the system will merely advise you of the situation, but it will save the data if you desire. This will allow you to enter a risk level that is higher than the numeric score due to an override.

- Field #19 - **Petition filed with Juvenile Court** (pulled from Central Registry)

- Field # 20 - **Date Petition Filed with Juvenile Court** – *Required if the response for field 19 is "Yes."* - If Field 19 is "No", then the system will not show the field nor allow input.

- Field # 22 - **Prior Level of Contact with CPS** – *Required* - Select the appropriate option for the Prior Level of Contact with Child Protective Services.

- Field # 23 - **Work First Level of Involvement** – *Required* - Select the option that best describes Work First's Level of involvement in this child's case.

- Field #24 - **DSS Involvement with Law Enforcement** – *Required* - Select the option that best describes DSS's involvement with Law Enforcement agencies concerning this child's case.

- Field #25 - **Criminal Disposition** – *Required if the response to Field 24 is "Criminal Charges Filed"* - Select the option that best describes the disposition of the criminal charges that were filed.

> NOTE: There is intentionally no Field #21, that field is included in the 215 portion of the record.

The fourth section of the MRS Enter Card Data screen is shown below:

Figure 14. Enter Case Card Data - Part 4

- Field # 26 - **Referral to Other Agencies** – This field is not required. Check all the boxes that describe the types of services that are needed by the child. If you check box "24 - Other", you must then enter a brief comment in the input box provided. The fifth portion of the MRS Enter Case Card Data screen is shown below:

| 27 | Service Needs : (Select all that apply) | ☐ 1-Access community resources
☐ 2-Case Planning/Case Management
☐ 3-Day Care
☐ 4-Dental Care
☐ 5-Domestic Violence counseling for family
☐ 6-Employment training for parents
☐ 7-Family Counseling
☐ 8-Family Support/Family Resource Center
☐ 9-Individual Counseling
☐ 10-Intensive Family Preservation Services
☐ 11-Medical Care
☐ 12-Mental Health
☐ 13-Money Management for family
☐ 14-Parenting Skills
☐ 15-Substance Abuse Treatment
☐ 16-Tutoring for Child
☐ 17-Immunization for child
☐ 18-Nurturing skills
☐ 19-Transportation
☐ 20-Public Health
☐ 21-Housing
☐ 22-Child Development Evaluations
☐ 23-Sexual Offender Treatment
☐ 24-Other
(Note: If you selected 24-Other, you must enter brief comments below.) |

Figure 15. Enter Case Card Data - Part 5

Field # 27 - **Service Needs** – This field is not required. Check all the boxes that describe the types of services that are needed by the child. If you check box "24 - Other", you must then enter a brief comment in the input box provided.

The sixth portion of the MRS Enter Case Card Data screen is shown below:

28	Services Provided by Any Agency : (Select all that apply)	☐ 1-Access community resources
		☐ 2-Case Planning/Case Management
		☐ 3-Day Care
		☐ 4-Dental Care
		☐ 5-Domestic Violence counseling for family
		☐ 6-Employment training for parents
		☐ 7-Family Counseling
		☐ 8-Family Support/Family Resource Center
		☐ 9-Individual Counseling
		☐ 10-Intensive Family Preservation Services
		☐ 11-Medical Care
		☐ 12-Mental Health
		☐ 13-Money Management for family
		☐ 14-Parenting Skills
		☐ 15-Substance Abuse Treatment
		☐ 16-Tutoring for Child
		☐ 17-Immunization for child
		☐ 18-Nurturing skills
		☐ 19-Transportation
		☐ 20-Public Health
		☐ 21-Housing
		☐ 22-Child Development Evaluations
		☐ 23-Sexual Offender Treatment
		☐ 24-Other
		(Note : If you selected 24-Other, you must enter brief comments below.)

Figure 16. Enter Case Card Data - Part 6

- Field # 28 - **Services Provided by Any Agency** – This field is not required. Check the boxes that correspond to the services that are recommended for this child, regardless of which agency will actually perform the service. If you check box "24 - Other", you must then enter a brief comment in the input box provided.

The seventh portion of the MRS Enter Case Card Data screen is shown below:

Figure 17. Enter Case Card Data - Part 7

- Field # 29 - **Dates and Time Spent on Child & Family Team Meetings** – This field is not required. For each Family meeting, enter the date when the meeting occurred and the duration of the meeting (specified in 30-minute increments). The calendar icon function is available to populate the date field. The date cannot be a future date.

- Field # 31 - **Investigative (210) Services Complete?** – Check if completed.

- Field # 32 - **Investigative (210) Data Entry Complete?** – Check if data entry is completed. If checked, record will be protected against further modifications (exception: if user has administrative rights, it can be updated).

> NOTE: In order to view and enter 215 and 109 status information, Fields 31 and 32 must be checked. Until they are checked, the 210 record is still open and can be edited.

To complete entry of the Enter Case Card Data screen, complete one of the following:

- If you are creating MRS data for the first time, click Save Data to save the data as entered.

- If you are updating or adding to MRS data that was previously entered, click Save Data or Update Data. The system checks for errors or missing data. If all is correct, the system saves all the data for the child, marked with your county's name.

- Click Cancel to exit this screen without saving the data. It will not reset data that was already saved in the database.

- Click Reset to restore the fields to their original values when the screen was first displayed. It will not reset data that was already saved in the database.

> NOTE: In order to save the 210 record in the MRS system, you must enter in each of the required fields. Until you close the record by indicating that data entry is complete you may add or edit most fields in 210.

2.5.2   Enter 215 Case Card Data

All the data entry fields in the 215 status are the same fields as in 210, and the same data entry rules apply, except for the following.

> NOTE: There are several fields from 210 that do not display in 215. These are fields that are only applicable to the assessment phase of services and therefore are not included in 215, case management.

- Field #6 - **Assigned Social Worker** - The social worker who was entered on the 5104 (and populated from Central Registry into 210 entry is pre-filled in this field. However, if your county transfers cases for case management, you can enter another name in this field.

- Field #21 - **Petition Filed During In-Home Services** – *__Required__* - Select Yes or No.

- Field # 21a - **Date of Petition Filed During In-Home Services** – *__Required if answer for field #21 is "Yes"__* - If Line 21 is "No", then the system will not allow input. Enter the date of the petition.

> **NOTE: In order to save the 215 record in the MRS system, you must enter in each of the required fields. Until you close the record by indicating that data entry is complete you may add or edit most fields in 215.**

2.5.3   Enter 109 Case Card Data

All the data entry fields in the109 status are the same fields as in 210, and the same data entry rules apply, except for the following.

> **NOTE: There are several fields from 210 that do not display in 109. These are fields that are only applicable to the assessment phase of services and therefore are not included in 109, foster care.**

- Field #6 - **Assigned Social Worker** - The social worker who was entered on the 5104 (and populated from Central Registry into 210 entry is pre-filled in this field. However, if your county transfers cases for case management, you can enter another name in this field.

- Field # 30 - **Dates and Time Spent on Shared Parenting Meetings** – This field is not required. For each Family meeting, enter the date when the meeting occurred and the duration of the meeting (specified in 30-minute increments). The calendar icon function is available to populate the date field. The date cannot be a future date.

> **NOTE: In order to save the 109 record in the MRS system, you must enter in each of the required fields. Until you close the record by indicating that data entry is complete you may add or edit most fields in 109.**

2.5.4 Common Edits – Multiple Child Entry

When a Search is performed, the MRS System provides an option to enter the MRS data that is common to more than one the selected Form ID. This process allows multiple sibling records in 210, 215, or 109 status to be entered simultaneously, with one data entry.

> **NOTE: Common Edits are only available if there are no current records in that status for this sibling record. In other words, *common edit is a 'one shot deal'* – if you want to edit or add more information later, you must do it one child at a time.**
>
> **Status 215 and 109 Common Edits are available for all siblings if the 210 records for these siblings are checked "210 Data Entry Complete" and there no 215 or 109 status records currently exist.**

1) From the Case Search window, enter a Form ID and click Search button. The Search Results window will display, with list of matching Form Ids:

Figure 18. Form Id Search - Common Edits

NOTE: If a SIS Number or Name search is performed, click the View Victims link to display the list of applicable Form Ids. See example of Search Results window below:

2)   Select the records to be completed with common data by clicking the check box next to the corresponding record, and clicking the Select and Continue button. The Common Edit window displays:

Children

Form Id	SIS Number	First Name	MI	Last Name	Gender	Race	Date of Birth	County
023897	20038884454	Jane	⎺		Female	Black	01/01/2001	092:Wake
023897	20053939403	Judy			Female	Black	02/02/2002	092:Wake

	Enter Investigation (210) Data	
6	Assigned Social Worker [CR] :	Richardson,J
7	Social Worker's Supervisor :	
9	Date Of Initial Report [CR] :	11/30/1998
10	Dates Of Subsequent Reports Received during an open 210 case:	[ ] 🔽 [ ] 🔽 [ ] 🔽
11	Type Reported [CR] :	2 - Neglect
11a	Maltreatment Type Reported [CR]:	
12	Assignment of Accepted Reports * :	Select one ... 🔽
13	Date of Assessment Initiation [CR] :	12/02/1998
14	Type Found [CR] :	0 - Unsubstantiated
14a	Maltreatment Type Found [CR]:	
15	Date Of Case Decision/Finding [CR] :	01/04/1999
17	Level Of Risk at point of Case Decision / Finding [CR] :	Not Applicable
18	Risk Re-Assessments : (Use Score from completed Risk Re-Assessment- DSS-5226)	**Risk** **Score** **Date(MM/DD/YYYY)** select one 🔽 [ ] [ ] 🔽

Figure 19. Common Edit Window (Portion)

3) Enter all applicable data to complete.

4) When all fields completed, indicate that all 210 services and data entry is completed by clicking the appropriate checkboxes (if applicable) and click Save. A review and confirmation window will display:

> **NOTE: Once common edits fields have been completed and saved, they can no longer be updated while the case remains in the 210 Status. If the Status is changed to 215 or 109, these fields will then become editable once again.**

Children

Form Id	SIS Number	First Name	MI	Last Name	Gender	Race	Date of Birth	County
023897	20038884454	Jane			Female	Black	01/01/2001	092:Wake
023897	20053939403	Judy			Female	Black	02/02/2002	092:Wake

	Please Review and Confirm Investigative Services (210) Details	
6	Assigned Social Worker [CR] :	Richardson,J
7	Social Worker's Supervisor :	Cols, Nic
9	Date Of Initial Report [CR] :	11/30/1998
10	Dates Of Subsequent Reports Received during an open 210 case:	04/12/2006
11	Type Reported [CR] :	2 - Neglect
11a	Maltreatment Type Reported [CR]:	
12	Assignment of Accepted Reports	1 - Family Assessment
13	Date of Assessment Initiation [CR] :	12/02/1998
14	Type Found [CR] :	0 - Unsubstantiated
14a	Maltreatment Type Found [CR]:	
15	Date Of Case Decision/Finding [CR] :	01/04/1999
17	Level Of Risk at point of Case Decision / Finding [CR] :	Not Applicable
18	Risk ReAssessments :	Risk Score Date
19	Petition Filed with Juvenile Court [CR] :	No
22	Previous CPS contact with Agency	2 - Prior Unsubstantiation on this child
23	Involvement / Coordination with WorkFirst	1 - Work First is not involved
24	Involvement / Coordination with Law Enforcement	2 - Referral made to Law Enforcement Involved
25	Criminal Disposition :	
26	Referral to Other Agencies :	Selected Service Referrals
27	Service Needs :	Selected Service Needs

Figure 20. Review Common Edits & Confirm (portion)

5) After reviewing edits, click Submit button. The changes will be saved and the 210 Case Tracking Card will be displayed:

Figure 21. Review 210 Case Tracking Card (portion)

6) Return to the search results list by clicking the Results Page link. The results list displays, showing the two sibling records that were recently selected for 210 status common edits. These checkboxes are now disabled, and the 215 and 109 status selection checkboxes are available for common edit entry:

Figure 22. Search Results List, After 210 Status Data Entry & Services "Closed"

> NOTE: To enable common edit entry for Status 215, the Status 210 data entry and services completed checkboxes must be marked as complete.

2.6   Admin

This menu item is only visible to users with administrative rights within the MRS System, and is used to maintain the list of Code Types.

2.7   Reports

This menu item is only visible to users with administrative rights within the MRS System, and is used to view statistical reports. As of the release of this user's guide, all reports were being designed for the Client Services Data Warehouse system, rather than here. It is likely that this option will be removed in a future release.

2.8   Audits

This menu item is only visible to users with administrative rights within the MRS System, and is used to track case modification history, etc.

2.9   Contacts

This menu item is available for all users and contains names of individuals at the Division who can be contacted with questions on the MRS System.

Frequently Asked Questions

When I search by SIS or name, the child does not come up in the MRS system, or the assessment I am trying to enter does not come up.

> You must enter the 5104 into the Central Registry before you can enter the assessment information into MRS. Because the MRS system pulls information from the Central Registry, the 5104 must be entered first.

Every time I go into the MRS system to add information or look at information already entered, I have to confirm the data is correct (even if I have not changed any) before I can exit out.

> Until you select "yes" to fields 31 and 32 (assessment complete and data entry complete) the system will allow you to add or change information entered in 210 (as well as 215 or 109). Because of this you must confirm each time you go into a record. Once you select "yes" to fields 31 and 32 you will not have to confirm, but all the data you have entered is locked and can only be changed by Division staff.

I am in the 210 section of the record. There are no tabs on the top of my screen to let me view 215 or 109. Why not?

> You must complete data entry in 210 before the system will allow you to enter 215 of 109. Enter the required fields in 210, and also select "yes" to fields 31 and 32, which will let the system know you have entered the entire 210 record. Once you have closed 210, the system will allow you to select 215 or 109.

I originally entered all 4 children in the family under the common edit function. When I went back to add additional child and family team meetings it will not let me select more than one child.

> Common edit is a one shot deal. This is necessary to prevent editing of certain children and then a common edit that contradicts information previously edited. If you wish to enter information on multiple children simultaneously using common edit, you must have all your information before you enter in the system for the first time.

I received a 215 case management case from another county. The other county did the assessment and entered it into the MRS database. The database will not allow me to enter 215 information for a case that did not originate in my county, and I cannot start entry for a 215 case with no corresponding 210 assessment in my county.

> If you have transfer cases (215 or 109) you do not need to enter them in the MRS database.

I did an assessment where according to policy completing a risk assessment was not appropriate (such as a day care case). I can't enter into MRS without a risk assessment.

> Assessments where a risk assessment is not required by policy do not have to be entered into the MRS system.